

ATTENDANCE POLICY

Class attendance is important to student success. A student's academic success is proportional to his or her engagement in the class, with course materials, course texts, the instructor, and other students. Withdrawal from class is the student's responsibility.

1. Students who fail to attend classes for any reason should withdraw from class(es). (Students should see withdrawal policies and procedures outlined in the college catalog at www.gadsdenstate.edu.)
2. At the instructor's discretion, any student with excessive absences MAY be removed from class with an administrative withdrawal and assigned a grade of "W." **NOTICE: A student in this case may be responsible for repaying any portion of unearned financial aid which would result from an administrative withdrawal.**
3. Make-up work is left solely to the discretion and convenience of the instructor and is not required of the instructor. Make-up work does not have to be in the form originally presented. It is the student's responsibility to make arrangements with the instructor to make up work.
4. Material missed by the student due to absences will not be re-taught by the instructor.
5. Some programs may have more stringent attendance policies; these policies will be outlined in the program requirements and course syllabi.

STUDENTS WITH DISABILITIES: The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 states, "No qualified person with a disability may be excluded from, denied benefits of, or subjected to discrimination in any course, program, or activity." Gadsden State Community College strives to create a welcoming environment and will work in good faith to meet the needs of Its diverse populations. Reasonable and appropriate accommodations will be provided for qualified disabled students, applicants, employees, and visitors unless to do so would present an undue hardship or lower the academic standards of the College. Persons with disabilities requesting accommodations should contact the ADA Coordinator or Assistant Coordinator on or nearest their campus to obtain forms for requesting accommodations and documentation requirements, as well as to be informed of campus procedures involving accommodations. Campus contacts include: Dr. Danny Wilborn, Gadsden Area, ADA Coordinator (256-439-6912); Ms. Michele Conger, Ayers Campus (256-835-5451); Ms. Cindy Greer, McClellan Center (256-238-9348); or Ms. Diann Cruickshank, Gadsden State Cherokee (256-927-1802).

SEXUAL HARRASMENT AND DISCRIMINATION POLICY: Gadsden State Community College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability as prohibited by Title IX of the Education Amendments of 1972 and of Title VII (Section 703) of the Civil Rights Act of 1964. Any person who believes herself or himself to be subjected to such sexual harassment, intimidation, and/or exploitation should immediately bring the matter to the attention of Ms. Michelle Bradford, Title IX Coordinator, Joe Ford Center, P. O. Box 227Gadsden, AL 35902-0227, 256.439.6812, or to any academic or administrative officer, dean, director, supervisor, or advisor, who will then forward the complaint to the Title IX Coordinator or the person designated by the President to coordinate the investigation of such complaints.